



## Career Center

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### Billing Specialist

Finance

Washington, DC, US

14 days ago

Requisition ID: 1244

**Do you want to put your accounting skills and experience to work making a difference in you community? Then come work with us here at Pathways to Housing DC!** Pathways is based in Washington, DC and serves adults recovering from/experiencing homelessness in the District and Montgomery County, MD. We are an innovative and nationally recognized nonprofit committed to ending homelessness for individuals with complex health challenges. Pathways DC is one of the originators of the "Housing First" model to end homelessness. We believe housing is healthcare and that housing is a basic human right. Pathways provides an array of services including housing, street outreach, case management, drop-in services, and behavioral health support. Our model is based on client choice and the idea that the people we serve are the architects of their recovery!

The **Billing Specialist** will primarily be responsible for accounts receivable function of the organization. Duties would include maintaining/managing contract files, keeping up-to-date invoicing to funding agencies, maintaining professional relations with program grant/contract monitors, and assisting Pathways to Housing DC's Finance Department with other duties assigned by the Director of Finance.

#### **Essential Duties & Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Prepare all required grant and contract invoices for submission to the appropriate agencies and initiate entries to be posted to the

Sage Intacct accounting system general ledger in a timely fashion as required by the grantor.

- Maintain filing system for grant & performance contracts, checks, correspondences, invoices, grant reconciliations and reports pertaining to each award.
- Review grant spending reports with program managers on a monthly basis to assist them with budget to actual analysis and provide feedback on the milestone and actions to be taken.
- Assure all reports, invoices and renewals follow schedules stipulated in the grant or contract awards.
- Independently, stay abreast of all applicable OMB Circulars and Federal regulations.
- Examine all costs to ensure they are allocable, allowable and reasonable.
- Reconcile accounts and compile information requested for the Uniform Guidance Audit or sponsor desk audits, under the guidance of the Director of Finance.
- Responsible for monthly grants account reconciliation to assure all grant revenues, and expenses, accounts receivable and deferred revenues are recorded in the appropriate months. Release Temporary restricted revenues on a monthly basis.
- Communicate with funders regarding invoice payment status and document status using the outstanding receivables report on a monthly basis.
- Under the direction of the Director of Finance to prepare accurate financial reports for timely submission to funders.
- Provide Grants and Contracts Accounting management with expense detail reports that support recommended drawdown amounts.
- Prepare assigned functions required for month-end closing.
- Work closely with the program staff and finance team to coordinate and provide documentation for grant site visits and all other financial audits.
- Assist with payroll and accounts payable as necessary.
- Perform other tasks as requested by the Director of Finance to maintain the fiscal well-being of Pathways to Housing DC.

**Education and/or Experience** – Minimum of two (2) years of experience in a non-profit contract/grant management setting. Bachelors in Accounting or Finance preferred, or equivalent experience. Requires experience in working with computerized accounting systems; ability to prioritize and manage multiple tasks, strong analytical and organizational skills. Possess the ability to work and communicate effectively on a team, and with program staff, grantors, donors, and community.

**Physical Demands** – Regularly required to sit; frequently required to reach with hands and arms; required to walk, stoop, kneel, crouch, talk or hear; must be able to lift objects up to twenty-five (25) pounds.

**Work Environment** – Mostly in a typical office setting with quiet to moderate noise level. Monday-Friday, 40-hour work schedule.

- Knowledge of generally accepted accounting principles and grants accounting processes, processes, procedures and financial

- Knowledge of generally accepted accounting principles and grants accounting processes, procedures and financial controls for a not-for-profit organization.
- Knowledge and familiarity with OMB Circulars and Federal compliance standards pertinent to grants and contracts accounting.
- Knowledge of financial analysis techniques and skills (utilizing excel spreadsheets).
- Understanding of automated general ledger systems including the interfaces between the general ledger and subsystems.
- Ability to manage and understand various grant and contract related data.
- Self-motivated and intuitive thinker.

***Pathways to Housing DC is committed to promoting diversity, equity and inclusion (DEI) within our organization and the communities we serve. We embrace diversity of experiences, ideas, and individuals, and seek to bring a diverse group of candidates to the table.***

**Important Note: As a DC Government contractor and a healthcare organization, Pathways to Housing DC mandates the COVID-19 vaccine + booster for all staff.**

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BACK

APPLY